

Job Opportunity Bulletin

Post Date: MAY 9, 2017

COMMUNITY PROGRAM SPECIALIST II

Salary Ranges: \$4,600 - \$5,758
Permanent, Full-Time

FINAL FILING DATE: UNTIL FILLED

We will consider candidates from the **Associate Governmental Program Analyst** eligibility list; however, the classification will be a CPS II.

JOIN THE DDS TEAM!

For information about the
**DEPARTMENT OF
DEVELOPMENTAL SERVICES**

Please visit our website at
www.dds.ca.gov

The Community Program Specialist II (CPS II) functions as a journey-level program specialist and is capable of a variety of analytical tasks related to Early Start and Health Services. The CPS II is responsible for drafting and interpreting policy and regulations, legislative bill analysis and program evaluation. The CPS II will act as lead on a variety of projects and interagency activities.

For complete duties, please see the duty statement on the following page.

DESIRABLE QUALIFICATIONS:

- ❖ Knowledge of the California developmental disabilities system.
- ❖ Demonstrate the ability to work in a fast-paced environment and to organize/prioritize workload to meet demands.
- ❖ Proficient in Microsoft Word, Excel, and Outlook.
- ❖ Excellent oral and written communication and interpersonal skills.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) by the final filing date. All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority. Please include the **basis of your eligibility** (list eligibility or transfers must meet the minimum qualifications (MQs) of this classification) and **position #473-462-8352-102** on your application.

If you are using list eligibility from an on-line exam to qualify for this position, you **must** include with your application any documentation (i.e., copy of transcript, degree, license, etc.) to verify meeting the MQs. Candidates using their AGPA eligibility must meet the MQs for **both** classifications.

If it is determined that an applicant does not meet the MQs of the classifications, the applicant will not be considered and may be withheld from the eligible list.

Please refer to:

Position #: **473-462-8352-102**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be
screened and only the most
qualified will be interviewed.

CONTACT INFORMATION

Name: Claudia Lutz
Number: (916) 322-7784
Email: claudia.lutz@dds.ca.gov



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

**COMMUNITY SERVICES DIVISION
OFFICE OF FEDERAL PROGRAMS AND FISCAL SUPPORT
MONITORING AND FAMILY SERVICES BRANCH
EARLY START AND HEALTH SERVICES SECTION**

DUTY STATEMENT

JOB TITLE: Community Program Specialist II

POSITION #: 473-462-8352-102

POSITION DESCRIPTION: The Community Program Specialist II (CPS II) functions as a journey-level program specialist and is capable of a variety of analytical tasks related to Early Start and Health Services. The CPS II is responsible for drafting and interpreting policy and regulations, legislative bill analysis and program evaluation. The CPS II will act as lead on a variety of projects and interagency activities. Prospective candidates should have experience in meeting logistics and coordination and in providing technical assistance and effective research skills. The CPS II must be able to perform the essential job functions; must be able to self-direct for timely project completion; and must maintain regular attendance. Strong written and verbal communication skills are essential to the successful performance and completion of job duties.

SUPERVISION EXERCISED: May function as lead staff on projects for the Early Start and Health Service Section as necessary.

SUPERVISION RECEIVED: Reports to, and is under supervision of, the Assistant Chief, Early Start and Health Services Section (CPS III).

EXAMPLES OF DUTIES:

Essential Job Functions:

- 35% Perform analytical functions on project areas relating to Early Start and Health Services. Responsible for meeting and workgroup coordination and logistics, legislative bill analysis, participation on State councils and/or committees, and program monitoring. Responsibilities will also include program, interagency agreement and contract development and management; as well as grant application preparation and review.
- 35% Coordinate and participate on special projects and committees, including but not limited to: the Interagency Coordinating Council on Early Intervention and State Systemic Improvement Plan Task Force. Provide meeting support and organize communication with, and for stakeholders. Responsible for synthesizing meeting notes for meeting participants.

Marginal Job Functions:

- 15% Collaborate with other sections within Department of Developmental Services to support the coordination and sharing of information regarding local programs meeting federal and state requirements.
- 15% Compile data, interpret findings and provide information to policy makers, federal funding sources and other stakeholders on program objectives.

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WORKING CONDITIONS: Work is performed in an open-spaced partitioned office environment and in close proximity to co-workers. Typical working hours are Monday-Friday 8:00am - 5:00pm. Approximately up to 15% statewide travel may be required to local programs within California for meetings and technical assistance activities.

DESIRABLE QUALIFICATIONS:

Knowledge of the Lanterman Act and developmental disabilities service system; Microsoft Office, Windows and Excel; and State and Federal laws, policies and regulations.

Able to analyze laws and regulations. Effectively communicate, both written and verbally to upper management and agency stakeholders in a manner that is concise and coherent. Able to meet and deal respectfully with the public, stakeholders, other state and legislative officials; and be able to establish and maintain effective working relations with others and adhere to professional conduct at all times. Adhere to office policies and procedures related to confidential information. Discretion with confidential information must be used at all times or the Department's goals and mission could be placed at risk.

CERTIFICATION OR LICENSE: None.